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Client Org: Department of Defense (DOD) High Performance Computing Modernization Program (HPCMP)	Contracting Officer's Representative: Stephen Scherr Phone: (703) 812-4414 E/Mail: Stephen.Scherr@hpc.mil
Project Name: Next Generation Technical Support II	Period of Performance: Base of December 01, 2013 to June 30, 2014

☐ Firm Fixed Price (FFP)	☒ Severable
☐ Labor Hour (LH)	☐ Non-Severable
☐ Time and Material (T&M)	
☒ Cost Plus Fixed Fee	☐ Fully Funded
☒ Performance Based	☒ Incrementally Funded

1.0 TECHNOLOGY ADVANCEMENT

1.1 SCOPE: Knowledge about the behavior of complex systems obtained via advanced computational techniques is the ultimate product to a high performance computing (HPC) customer. A customer engages HPC services with the intent to acquire data, information, and knowledge to aid them in concept explorations, development, characterization, performance enhancement, or qualification of a system or to validate completion of program milestones. This PWS element contains the management and technical support necessary to advance HPC services, infrastructure, capabilities and technologies. It includes the development of new techniques, analytical methods, and computational modeling and simulation approaches to solve particular HPC problems or to generally advance the state of the art in HPC effectiveness and efficiency. HPC resources are located at the four DoD Supercomputing Resource Centers (DSRCs) listed below. These four DSRCs provide a HPC computational environment, and include a full range of resources including hardware, software, networking, data storage, archiving, and visualization. ***Page 24 starts the Appendices for each of the DSRC's***

- The Navy DSRC, Stennis Space Center, Mississippi (Appendix 1-1)
- The Army Corps of Engineers, Engineer Research and Development Center (ERDC) DSRC, Vicksburg, Mississippi (Appendix 1-2)
- The Air Force Research Laboratory (AFRL) DSRC, Wright-Patterson AFB, Ohio (Appendix 1-3)
- The Army Research Laboratory (ARL) DSRC, Aberdeen Proving Ground, Maryland (Appendix 1-4)

(Appendices start on page

The scope includes all work necessary to plan, provision, execute, analyze, and report on HPC projects at all DSRCs. Additional site specific requirements are included in Appendix 1. Actual workload can vary significantly from DSRC to DSRC. HPC projects vary in type, size, and complexity.

1.2 REQUIREMENTS: The contractor shall provide project management and technical support necessary to accomplish HPC efforts in support of the High Performance Computing Modernization Program (HPCMP) and DSRC mission. The contractor shall also provide analysis, evaluation, and reporting of scientific and technical information including technical findings, trends, capabilities, and limitations.

Contractor and government project managers will work closely during planning and execution of any project. The government project managers are ultimately responsible for all programmatic issues (schedule commitments, financial planning and commitment, status reporting, root cause analysis, etc.) and will be kept fully informed on project and customer issues of any nature. Extensive direct communication between the contractor and the DSRC users will occur on technical issues.

The Contractor shall:

1.2.1 Software Support: Develop, maintain and support software in accordance with:

- Industry best processes and practices known to reduce cost, schedule and performance risk.
- Requirements to assist users in the development and execution of HPC software.
- Software systems design and development based on systems engineering principles and processes to include:
  - Software systems architected to support open system concepts, exploit Commercial off-the-shelf (COTS) computer system products and Government off-the-shelf (GOTS), and allow incremental improvements based on modular, reusable, and extensible software.
  - Government and commercial software reuse opportunities before developing new software.
  - Selection of software development tools and environments in context of the systems and software engineering factors that influence overall life-cycle costs, risks, and the potential for interoperability.
- Documented software measurement processes in planning and tracking the software developed/acquired.
  - Assess and improve the software development process and the associated software product in accordance with contractor established software engineering practices.
- Government regulations and vendor agreements.

1.2.2 Scientific Data Analysis and Visualization: Provide analytical support as required.

- Assist users with scientific visualization, data analysis tools, and techniques.
- Create artistic, conceptual, and physics based visualizations.
- Provide video and production capabilities to support analysis of data.
- Archive HPC records for historical reference as directed by the Government.

1.2.3 Outreach: Maintain continual professional interchange with HPC technology-oriented representatives of industry and government:

- Proactively seek and implement outreach efforts.
- Participate in and/or support formal and informational exchange meetings, workshops, seminars and conferences.
- Develop, produce and distribute information and/or items to promote HPC usage among the DoD's scientist and engineering community.
- Design, develop and maintain web sites and published media.

1.2.4 Technology Evaluation: Identify specific technology development projects that will eliminate requirements gaps in hardware, software, analytical methods, computational modeling and simulation, test methodology and data center energy efficiencies. Determine feasibility, identify requirements, document deficiencies, and recommend a course of action to achieve customer objectives. Manage and execute technology evaluation projects IAW customer objectives and requirements.

1.2.4.1 Assessments, technology opportunities and benchmarking.

- Assess technology opportunities and technology trends.
- Assess reliability, availability and capability of HPC resources to identify specific improvements.

- Participate in efforts to develop and improve techniques for better integrating HPC knowledge and methods.
- Assess data processing methods, data quality requirements, and data analysis needs.
- Provide benchmarking and performance modeling support.

1.2.4.2 Requirements and project recommendations.

- Correlate customer requirements with HPC capabilities, techniques, methods and tools.
- Determine HPC and support system requirements.
- Estimate project cost, schedule (milestones), performance objectives, and deliverables.
- Develop a statement of capability describing the details of each HPC project and submit to the Government for approval.
- Develop Rough Order of Magnitude (ROM) cost estimates.

1.3 DIRECTIVES:

1.3.1 Mandatory:

Section 508 compliance;

FAR Subpart 39.2	Electronic and Information Technology.

1.3.2 Guidance:

DoD Directive 5230.9	Clearance of DoD Information for Public Release, 22 August 2008.
DoD Instruction 5230.24	Distribution Statements on Technical Documents, 23 August 2012.
DoD Instruction 8552.01	Use of Mobile Code Technologies in DoD Information Systems, 23 October 2006.
DISA STIGS	Security Technical Implementation Guides (http://iase.disa.mil/stigs/).

1.4 PERFORMANCE MATRIX:

Figure 1.4-1 SERVICE DELIVERY SUMMARIES
Technology Advancement

Performance Objectives	PWS Para.	Performance Expectation	Method of Surveillance
Effective application of software engineering practices.	1.2.1	95% of non-compliant processes corrected within 30 days after audits.	Review of Annual Software Process Audit results.

Performance Objectives	PWS Para.	Performance Expectation	Method of Surveillance
Complete and accurate data analysis support.	1.2.2	Delivered data is always valid. Validated data products are delivered on schedule and in accordance with customer requirements.	Inspection of data products.
Trend and root cause analysis.	1.2.2	Analysis of problems or system failures and/or examination of trends in systems performance provides identification of cause and corrective actions. Data is valid and provided by negotiated deadlines.	Inspection of data products.
Timely and accurate update of outreach information.	1.2.3	Actions are completed by negotiated deadline and information is always accurate.	Periodic reviews.
Identification of Technology Development Projects	1.2.4	Projects document performance gaps and assess the suitability of technologies to address customer's strategic objectives.	Periodic review of technology evaluation projects.
Holistic, well defined set of options to support the planning and budget allocation decision-making process.	1.2.4	An HPCMP enterprise-wide solution set with complete, accurate, decision-quality data delivered within schedule and cost constraints.	Inspection of delivered data.

2.0 OPERATIONS

2.1 SCOPE: This PWS element includes all operational support required for HPCMP and DSRC resources and networks as described in PWS 1.1 and below.

- DSRCs operate 24 hours/day, 7 days/week.
- A Help Desk provides support 5 days (M-F) 0800-2300 Eastern Time, excluding Federal Holidays, to over 5000 users processing over 11000 trouble tickets per year.
- Information Assurance (IA) support is required for all systems.

2.2 REQUIREMENTS: The contractor shall operate and perform maintenance and repair activities on HPCMP and DSRC resources. The Contractor shall provide systems engineering and technical support for defining, planning, managing, and executing projects/programs to repair, modernize, improve, and acquire HPCMP and DSRC assets and capabilities that leverage industry best practices across the HPCMP. Note: In the event of elevated Force Protection

Conditions, a hurricane or disaster, a crew consisting of essential personnel is required to ensure continuous operations.

The contractor shall:

2.2.1 Systems Integration: Plan and execute systems integration projects and activities.

- Conduct studies and analysis, perform engineering design and prepare project proposals as directed. (CDRL A002)
  - Develop detailed cost estimates, and activity schedules.
  - Identify recommended modifications to facilities, communications infrastructure, networking, support systems, storage, software, and operating procedures required to successfully execute project requirements.
- Manage and execute HPCMP and DSRC technology projects. Systems requiring integration services may be acquired by the contractor or provided as Government Furnished Equipment (GFE).
- Acquire HPC resources in accordance with approved HPC investment program management plans.
- Coordinate all requirements with the Government project manager(s), customer(s), DSRC staff, and host installation support organizations, as appropriate.
- Manage resources throughout their life cycle.
  - Implement and formally test system upgrades and replacements.
  - Perform configuration management of all hardware and software.
  - Maintain necessary information to report metrics as required.
- Support the Government in strategic planning and capital planning. Ensure alignment with the HPCMP and DRSC plans, goals and strategic direction.
- Assist the Government in developing HPCMP and DSRC architectures. Identify and document architectures and standards.

2.2.2 Systems Operation: Operate all HPCMP and DSRC systems and network assets.

2.2.2.1 Production operations.

- Operate and maintain systems and networks in accordance with HPCMP and DSRC documented procedures and processes.
- Schedule all system outages to ensure minimal disruption to customers and HPC users.
- Coordinate outages with host organizations as required.
- Provide reports and assessments of utilization, system availability, workload and throughput.

2.2.2.2 Recovery planning.

- Ensure and document the capability to perform limited operations and recover quickly from events that damage critical communications-computer system equipment or destroy essential data.

- Document the timeline of events, perform root cause analysis and provide recommendation for prevention of unscheduled outages.
- Assist with planning and training to ensure continuity of operations.
- Participate in contingency exercises and training as required by the host installation.
- Test and evaluate recovery and continued operations plans.

2.2.2.3 Inventory and control.

- Maintain an inventory of all HPCMP and DSRC equipment and provide inventory reports as required.
- Decommission and dispose of communications-computer systems no longer needed or serviceable in accordance with Government requirements.
- Schedule and perform property control audits and provide results to the Government.
- Process all requests for loaned equipment in accordance with approved procedures.

2.2.3 Systems Administration: Perform systems and database administration. Systems include hardware, firmware, operating systems, system utilities, applications, web server and database management software.

- Configure operating systems and associated supporting software and utilities to optimize systems performance and systems services. Perform an analysis of the benefits and risks of implementing available hardware and software updates prior to implementing changes.
- Administer, manage and optimize system data and databases. Utilize backups and other approaches to ensure continuity of operations.
- Coordinate with OEM personnel as necessary to administer systems.
- Maintain installed software and software licenses.
- Maintain classified and unclassified data storage systems.
- Provide user support for all computer systems.
- Maintain utilization, availability and performance data, and operation and maintenance logs.
- Perform root causes analysis when directed by the Government or when data indicate a trend requiring further analysis.

2.2.4 Network Administration: Perform network administration. Networks include hardware, firmware, software and wiring/optics.

- Configure networks and associated supporting software and utilities to optimize systems performance and systems services. Perform an analysis of the benefits and risks of implementing available hardware and software updates prior to implementing changes.
- Coordinate naming conventions and naming services.
- Maintain utilization, availability and performance data, and operation and maintenance logs.
- Perform root causes analysis when directed by the Government or when data indicate a trend requiring further analysis.
- Provide user support for all network systems.

2.2.5 Customer Support:

- Provide a help desk to serve as the single point for:

  - Receiving and managing all communications and computer system trouble reports.
  - Performing appropriate in-processing and out-processing of all HPC users, including processing requests for information services, granting necessary computer access, revoking computer access and recovering hardware authentication devices used for computer access.
- Perform account administration and user orientation.
- Facilitate and monitor customer account creation, ensuring that new users have timely system access and that users understand the HPCMP procedures for account and project creation.
- Manage user requests and resolve customer issues.
- Provide user assistance and support for various COTS, Government off-the-shelf (GOTS), and open source applications.

2.2.6 Security: Support the DoD Information Assurance (IA) program.

- Ensure compliance with the HPCMP and DSRC Computer Security (COMPUSEC) programs in accordance with Government Directives listed in paragraph 2.3.
  - Prepare for and participate in security audits or inspections.
  - Implement and track status of all DoD and vendor security bulletins.
  - Inspect DSRC assets for compliance with IA policy and accomplish corrective action.
  - Assist in the preparation of Certification and Accreditation packages.
  - Perform security auditing.
- Promote IA awareness.

2.2.7 Facilities Engineering and Support: Provide Information Technology (IT) facilities engineering and support needed to meet HPCMP and DSRC IT infrastructure and facility requirements.

- Plan, design, recommend, initiate, execute and/or support upgrades in power, cooling, space, security, and infrastructure.
- Operate facility infrastructure in order to optimize systems availability and capacity.
- Perform site preparation and coordinate facility requirements for environmental services, electrical distribution and systems monitoring design/installation.
- Document and maintain configuration of facilities.
- Provide trend analysis of power usage and recommend options to reduce overall power consumption.

2.2.8 Maintenance:

- Maintain hardware, software and software licenses according to manufacturer's specifications and agreements.
- Schedule maintenance to ensure minimal disruption to customers.
- Coordinate with OEM or third-party maintenance personnel as necessary to initiate and/or schedule maintenance activities.
- Ensure Government data on HPCMP systems is properly protected and secured.
- Maintain report of maintenance status for all hardware and software items. (CDRL A003)

2.3 DIRECTIVES:

2.3.1 Mandatory:

FAR Part 45 and DFARS Part 245	Government Property.
DoD Directive 8500.01E	Information Assurance (IA), 23 April 2007.
OMB Circular A-130	Management of Federal Information Resources, 8 February 96.
DoD Regulation 5200.1-R	Information Security Program, 14 January 1997.
DoD Instruction 8500.2	Information Assurance (IA) Implementation, 6 February 2003.
DoD Instruction 8523.01	Communications Security (COMSEC), 22 April 2008.
CJCSM 6510.01F	Defense-in-Depth: Information Assurance (IA) and Computer Network Defense (CND), 9 February 2009.
Public Law 99-474	The Computer Fraud and Abuse Act (18 USC 1030).
Public Law 99-508	Electronic Communications Privacy Act of 1986 (ECPA).
Public Law 107-347	Federal Information Security Management Act of 2002 (FISMA, 44 USC 3541).

2.3.2 Guidance:

DoD Manual 4161.02	Accountability and Management of Government Contract Property, 27 April 2012.
DoD Instruction 5000.64	Accountability and Management of DoD-Owned Equipment and Other Accountable Property, 19 May 2011.
DoD Directive 8320.02	Data Sharing in a Net-Centric Department of Defense, 23 April 2007.
DOD Instruction 8510.01	Interim DoD Information Assurance Certification and Accreditation Process (DIACAP), 28 November 2007.
DoD Instruction 8520.02	Public Key Infrastructure (PKI) and Public Key (PK) Enabling, 24 May 2011.
NIST Special Pub 800-53	Recommended Security Controls for Federal Information Systems and Organizations, August 2009.
DISA STIGS	Security Technical Implementation Guides (http://iase.disa.mil/stigs/).

2.4 PERFORMANCE MATRIX:

Figure 2.4-1 SERVICE DELIVERY SUMMARIES
Operations

Performance Objectives	PWS Para.	Performance Expectation	Method of Surveillance

Performance Objectives	PWS Para.	Performance Expectation	Method of Surveillance
Proactively manage execution to successfully deliver a quality capability within cost and schedule constraints.	2.2.1	Cost, schedule, and performance status are actively managed and required products are successfully delivered within cost and schedule constraints.	Project status reviews.
Quality customer relations.	2.2.1,2, 5	Customer concerns are addressed and resolved in a timely manner. Customer concerns are validated. Actionable responses are identified and actions assigned within 10 days of identification. Actions are completed by the negotiated deadline. Account creation: maximum of 10 days from initial application to system login for a new user; 5 days for an existing user request of access to a new system.	Analysis and validation of Help Desk reports and review of actions.
Timely and effective execution of projects.	2.2.1,7	Projects are completed within 5% of estimated cost, including negotiated changes. (Specific schedule measures are unique to individual projects.)	Project status reviews.
Orderly recovery of systems.	2.2.2	Recovery plans are verified and/or tested annually and deficiencies corrected within 30 days.	Review of verification/test results.
Effective coordination of planned system outages.	2.2.2,8	100% of outages coordinated to minimize customer service impacts.	Validated outage notification complaints.
No avoidable outages.	2.2.2,3, 4	No more than 1 avoidable outage per quarter per DSRC.	Validated outage results.
Reliable computer systems.	2.2.3	Computer systems available 98% of the time.	Operations reports and systems logs.
Reliable networks.	2.2.4	Network available 99.6% of the time.	Operations reports and network logs.

Performance Objectives	PWS Para.	Performance Expectation	Method of Surveillance
Timely response to and resolution of urgent computer hardware and software trouble calls.	2.2.5	Respond or transfer within 30 minutes during normal duty hours, or 4 hours after normal duty hours, 95 percent of the time. Resolve within 1.5 hours, 90 percent of the time.	Review of trouble logs.
Timely response to and resolution of routine computer hardware and software trouble calls.	2.2.5	Respond or transfer within 30 minutes during normal duty hours, or 4 hours after normal duty hours, 95 percent of the time. Resolve within 48 hours, 90 percent of the time.	Review of trouble logs.
Secure Networks and Systems.	2.2.4,6	Zero Intrusions. 100% of systems accredited. 100% of Security Patches implemented on time.	Security reports, network logs, Certification and Accreditation packages, configuration management reports.
Maintenance agreements for all required hardware and software.	2.2.8	Maintenance agreements awarded with no break in service. Initial agreements in place by required date.	Review of maintenance report.

3.0 PROGRAM MANAGEMENT

3.1 SCOPE: This PWS element involves all elements of contract program management. The principle objective of this PWS is to ensure proactive and sustained excellence in providing accurate, safe, secure, timely, and efficient contract support to meet the Government's requirements as described in this PWS (including PWS 1.1 and PWS 2.1).

3.2 REQUIREMENTS: The Contractor shall designate a responsible corporate official with no responsibility other than for this contract and empowered to make and implement all decisions regarding the performance of this contract. This official shall have independent authority for all contract matters and provide for:

- Performance management
- Business management
- Process management

In addition the contractor shall designate and locate at each DSRC a contract technical lead that provides an interface to technical operations at that Center and between Centers. These six

positions are critical to the success of each individual Center and are responsible for ensuring synergy between the Centers and for the coordination of HPCMP-wide initiatives and services.

3.2.1 Performance Management: Verify and measure performance to ensure delivery of proposed results, support management and decision-making, facilitate communications, and motivate high performance through use of key performance measures.

3.2.1.1 Performance integration.

- Ensure performance is integrated across all PWS elements.
  - Integrate contract strategic and tactical planning.

3.2.1.2 Results management.

- Measure and validate performance accounting for fluctuating workloads.
- Recommend operating instructions/procedures as needed to assist in managing and executing this contract and to facilitate the efficient operation of the DSRCs.
- Respond to performance improvement and emphasis areas and measure effectiveness of response actions.
- Check and validate all data products.
- Perform data analysis in accordance with customer requirements.
  - Summarize results and provide recommendations.
- Perform trend and root cause analysis as appropriate to identify, document, and resolve system problems.
- Maintain a centralized web-based reporting system of performance measures in support of the performance management process.
  - Coordinate among functional areas and the Government to ensure system access and effective performance evaluation.
- Provide a program performance report (PPR) for key measures as defined in the Service Delivery Summaries in the PWS (CDRL A005).
  - Conduct a monthly performance review with the COR that includes the PPR.

3.2.1.3 Collaboration, communication, and coordination.

- Clearly communicate DSRC, HPCMP and contractor priorities.
  - Seek innovative approaches and foster collaboration among Centers to improve effectiveness and efficiency; promote teamwork and synergy.
- Ensure all contractor staff actively collaborate, communicate, and coordinate significant issues impacting the performance of HPCMP capabilities with other DSRC/HPCMP contractors and their Government counterparts.
- Ensure information exchanges are timely, thorough and accurate.

3.2.1.4 Customer Satisfaction: Work with government counterparts to achieve and maintain high customer satisfaction.

- Identify a customer's principle needs and interests.

- Manage a customer's expectations to avoid surprises.
- Solicit feedback and use it constructively to improve customer service.

3.2.2 Business Management: Steward resources in the spirit of public service. Identify needs and tactics to optimize efforts and deliver PWS elements on time and within resource constraints. Inform and educate stakeholders, customers, and the public regarding HPCMP's value, and comply with contract terms and conditions.

3.2.2.1 Contract Administration

- Develop annual workload requirements.
- Develop and negotiate response to Work Requests (Appendix 2).
- Ensure resources are efficiently and effectively managed and contract status (including Government-furnished resources) is reported to Government representatives as required.
- Develop, implement and manage formal associate contractor agreements as required.

3.2.2.2 Financial Data and Reports

- Provide accurate and timely financial management data and reports consistent with generally accepted accounting principles.
- The reports shall consist of management reports that assist in the management of funds and the mission assigned to the HPCMP and DSRC. (CDRL A006)

3.2.2.3 Staffing

- Maintain a work force able to perform the broad spectrum of functions necessary to operate, support, maintain, and improve the DSRCs, and work as defined in the PWS.
  - Maintain staffing records identifying company organizational designations, a brief description of the functions, and the number and types of personnel assigned.
  - Report personnel strength to include hiring and termination trends, number of personnel employed by pay category and organization, number of additions and deletions to the payroll. (CDRL A007)
  - Ensure compliance with DoD Information Assurance workforce certification and training requirements.

3.2.3 Process Management: Administer and deliver tasks through a documented set of disciplined, mature and continuously improving processes with a focus on cost-efficiency, responsiveness, and consistently high-quality delivery.

- Use a documented, disciplined, and mature life-cycle management process for all appropriate activities.
- Implement and maintain a documented, disciplined, and mature project management process that ensures effective coordination with customers and Government staff.
- Ensure all contracted staff proactively suggest and institute innovative, continuous business and work process improvements to reduce cost, improve quality, and reduce cycle time.
- Identify and resolve problem areas and verify effectiveness of corrective actions.

3.3 DIRECTIVES:

3.3.1 Mandatory:

DoD Directive 5200.2	DoD Personnel Security Program, 9 April 1999.
DoD Directive 8570.01	Information Assurance Training, Certification, and Workforce Management, 15 August 2004.
DoD Manual 5220.22M	National Industrial Security Program Operating Manual, 28 February 2006.
DoD Manual 8570.01-M	Information Assurance Workforce Improvement Program, 24 January 2012.

3.3.2 Guidance:

Public Law 93-579	Privacy Act of 1974 (5 USC, 522a).
ISOO Marking Book 04.5	Marking Classified National Security Information As Required by Executive Order 13526, 29 December 2009 and 32 CFR Part 2001and ISOO Implementing Directive effective 25 June 2010.
DoD Publication 5200.1	DoD Information Security Program and Protection of Sensitive Compartmented Information, 13 June 2011.
DoD Regulation 5200.08-R	Physical Security Program, 9 April 2007.
NIST Pubs 800	NIST Computer Security Publications (http://csrc.nist.gov/publications/nistpubs).
NSA	Media Destruction Guidance (http://www.nsa.gov/ia/mitigation_guidance/media_instruction_guidance).
DISA STIGS	Security Technical Implementation Guides (http://iase.disa.mil/stigs/).

3.4 PERFORMANCE MATRIX:

Figure 3.4-1 SERVICE DELIVERY SUMMARIES
Program Management

Performance Objectives	PWS Para.	Performance Expectation	Method of Surveillance
Proactive leadership team - effective PWS integration and results management.	3.2.1.1,2	Delivery on proposal initiatives and proposed results; negotiated workload executed within cost and schedule commitments.	Periodic program reviews.

Performance Objectives	PWS Para.	Performance Expectation	Method of Surveillance
Trend and root cause analysis.	3.2.1.2	Analysis of problems or system failures and/or examination of trends in systems performance provides identification of cause and corrective actions. Data is valid and provided by negotiated deadlines.	Inspection of data products.
Efficient and effective collaboration, communication, and coordination.	3.2.1.3	Timely, accurate direction, tracking and reporting of all contract activities and resources - no surprises.	Periodic status reviews.
Quality customer relations.	3.2.1.4	Actionable responses to customer issues are identified and actions assigned in a timely manner. Actions are completed by the negotiated deadline.	Periodic program reviews.
Thorough contract administration.	3.2.2.1	Timely, accurate, and comprehensive contract actions; no deviations of contract terms and conditions.	Review of contract deliverables and periodic program reviews.
Effective financial data and reports.	3.2.2.2,3	Accurate, timely and consistent with generally accepted accounting principles.	Review of contract deliverables and periodic program reviews.
Responsive staffing.	3.2.2.3	Fully staffed with highly qualified and technically competent personnel.	Review of contract deliverables and periodic program reviews.
Effective process management.	3.2.3	Tasks are delivered through documented and controlled processes.	Periodic process and program reviews.

4.0 DELIVERABLES. All deliverables shall be delivered to the COR and/or CO no later than the dates specified in the Performance Matrix for sections 1.4 (Technology Advancement), 2.4 (Operations), and 3.4 (Program Management) and Table (4.0) Deliverables. All deliverables consist of the Contract Data Requirements List reports (CDRLS) (Attachment 3) and other reports become property of the U.S. Government. Reports shall be submitted to the Government as electronic documents in Microsoft Office or Adobe PDF.

DELIVERABLE	PWS REF	DUE DATE	DELIVER TO
Systems Integration Plan	2.2.1	30 days after task order award and updates as required by Government	COR via ITSS
Maintenance Status Reports	2.2.8	30 working days after contract award and then on a monthly basis	COR via ITSS
Program Performance Reports	3.2.1.2	30 working days after contract award and then on a monthly basis	COR via ITSS
Financial Data Reports	3.2.2.2	30 working days after contract award and then monthly	COR via ITSS
Personnel Strength Report	3.2.2.3	30 working days after end user acceptance of initial prototype.	COR via ITSS
Kick-Off Summary Minutes	4.1	7th workday after meeting	CO via ITSS
Quality Control Plan	4.2	10th workday after task award	CO via ITSS

4.1 Kick-Off Meeting. Within ten (10) work days following the task award, the Contractor shall schedule and attend a "kick-off" meeting to review the task requirements. The meeting location will be determined after award. The Contractor shall provide meeting minutes to the GSA Contracting Officer no later than seven (7) work days after the meeting.

4.2 Quality Control. The Contractor shall provide and maintain a Quality Control Plan (QCP) that contains, as a minimum, the items listed below to the GSA Contracting Officer (CO) for acceptance not later than ten (10) work days after award. The CO will notify the Contractor of acceptance or required modifications to the plan. The Contractor shall make appropriate modifications and obtain acceptance of the plan within thirty (30) calendar day from the date of award.

The QCP shall include the following minimum requirements:

- A description of the inspection system to cover all major services and deliverables. The description shall include specifics as to the areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections, and the title of inspectors.
- A description of the methods to be used for identifying and preventing defects in the quality of service performed.
- A description of the records to be kept to document inspections and corrective or preventative actions taken.

All records of inspections performed shall be retained and made available to the Government upon request throughout the task performance period, and for the period after task completion, until final settlement of any claims under this task.

5.0 WORK LOAD PROJECTIONS. This estimate is the Governments current work load and is not intended to be binding on either party or to be the only possible solution to the requirements. Also refer to the Instructions to Offeors Attachment 1 -Pricing Template for other Non Labor and Special Projects.

. **Work Break-Down Structure Labor Hours (WBS)**	**AFRL**	**ARL**	**ERDC**	**NAVY**	**PROGRAM WIDE**
Technology Advancement					
Software Support	7,930	3,398	1,133	-	2,266
Scientific Data Analysis & Visualization	1,770	2,832	4,531		-
Outreach	1,133	2,832	1,133	1,133	4,531
Technology Evaluation	1,133	1,133	1,133	566	566
Operations					
System Integration	3,540	2,266	1,699	1,133	-
System Operations	14,160	13,594	2,266	29,453	-
Systems Administration	10,052	6,514	10,762	7,363	10,195
Network Administration	2,266	1,133	4,531	3,398	-
Customer Support	10,620	3,398	8,496	2,266	-
Security	1,133	283	2,266	1,133	-
Facilities and Engineering & Support	1,133	2,945	1,699	5,664	
Maintenance	1,133	113	-	1,133	
Program Management					
Performance Management	2,655	1,133	1,133	378	5,098
Business Management	1,227	1,113	1,133	378	3,398
Process Management	1,227	1,699	3,398	378	1,133
Total Base Year Labor Hours	**61,110**	**44,406**	**45,312**	**54,374,**	**27,187**

NON Labor and Special Projects	AFRL	ARL	ERDC	NAVY	PW
Hardware and Software Maintenance	$590,000.00	$822,018.00	$1,739,320.00	$433,882.00	$2,950,000.00
Materials, Site Preparation and Installation	$4,812,500.00	$3,363,322.00	$4,289,250.00	$4,292,250.00	$2,550,000.00
Special Projects (Labor and Non Labor	$1,622,500.00	$4,059,663.00	$1,954,740.00	$1,947,000.00	$2,360,000.00
Travel and Training	$86,015.00	$29,500.00	$35,400.00	$29,500.00	$106,200.00
Total Base Year	$6,000,000.00	$7,500,000.00	$7,419,809.00	$5,310,196.00	$5,580,000.00

The second chart is considered as ODC's

6.0 INSPECTION AND ACCEPTANCE. Inspection and acceptance will occur in accordance with FAR 52.246-5, Inspection of Services – Cost Reimbursement (April 1984). In the absence of other agreements negotiated with respect to time provided for Government review, deliverables will be inspected and the Contractor notified of the COR's or Program Manager's findings within five (5) work days of normally scheduled review. If the deliverables are not acceptable, the COR or Program Manager will notify the Contractor immediately. Acceptance of invoices shall constitute acceptance of performance.

7.0 QUALITY ASSURANCE. The Government will evaluate the Contractor's performance of this task. For those tasks listed in the Performance Matrix, the COR or other designated evaluators will follow the method of surveillance specified in this task. Government personnel will record all surveillance observations. When an observation indicates defective performance, the COR will require the Contractor manager or representative at the site to initial the observation. The initialing of the observation does not necessarily constitute concurrence with the observation. It acknowledges that the Contractor has been made aware of the non-compliance. Government surveillance of tasks not listed in the Performance Matrix or by methods other than those listed in the Performance Matrix (such as provided in the Inspection clause) may occur during the performance period of this task. Such surveillance will be done according to standard inspection procedures or other task provisions. Any action taken by the CO as a result of surveillance will be according to the terms of the task.

8.0 PLACE OF PERFORMANCE. The Contractor shall perform the majority of the task related activities at each of the DSRC's. The specified hours coincide with the work hours of client personnel. If there are flexibilities to the shift hours, the agency Point of Contact will coordinate this with the Contractor.

8.1 Observance of Legal Federal Holidays. The Government observe the following holidays:

New Year's Day
Labor Day

Martin Luther King, Jr.'s Birthday
Columbus Day
President's Day
Veterans Day
Memorial Day
Thanksgiving Day
Independence Day
Christmas Day

Any other day designated by Federal statute, Executive order, or the President's proclamation. When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the task order.

9.0 FACILITY SECURITY CLEARANCE. The Government considers the requirement for Top Secret/Sensitive Compartmented Information level a definitive responsibility matter. Offeror shall submit proof of these credentials with their quote. The security requirements are outlined in the accompanying DD254 (Attachment 4).

10.0 CONTRACTING OFFICER'S REPRESENTATIVE (COR) DESIGNATION. Prior to task order award, the Contracting Officer will appoint a COR and issue a COR appointment letter stating the authority for the COR in accordance with DFAR 252.201-7000. The Contractor will receive a copy of the written designation. The COR is responsible for monitoring performance for the client agency and GSA. The COR is responsible for ensuring that adequate work requests, work directives or work orders are in place to reflect necessary management controls for the Government. The COR is not authorized to make commitments for the Government or make changes to the task terms and conditions.

11.0 GOVERNMENT FURNISHED EQUIPMENT, PROPERTY AND SERVICES. All COTS equipment and technology will be provided by the Government to the Contractor for modification. Also, the Government will provide a workstation (desk, computer, telephone, printing) for contract employees within the AFRL/RYW offices during on-site efforts. The COR will provide the Contractor with access to personnel, files, documents, and meetings required to support the tasks identified in this PWS. Documentation explaining organizational, financial, and other constraints will be provided if needed. All provided documentation shall remain the sole property of the Government and will be returned upon completion of this task.

The COR is responsible for coordinating all task-related matters within the client organization, for ensuring that client-supplied items specified in this Task Order are available when needed, and for apprising the GSA Contracting Officer of any problems that may affect delivery or costs of completed work.

11.1 CONTRACTOR FURNISHED ITEMS. Except for those items or services stated in section 12.0 as Government furnished, the Contractor must furnish everything needed to perform this task according to all its terms.

12.0 PERSONAL SERVICE. GSA will not issue orders to provide services prohibited by **FAR Part 37.1**. The administration and monitoring of the Contractor's performance by GSA or the Contracting Officer's Representative shall not be as detailed or continual as to constitute functions for Contractor personnel, such as interviewing, salary discussion, appraising individual performance, scheduling leave or work, or directing how to perform work.

GSA meets the needs of its clients for support through non-personal services contracts/task orders. To counter the circumstances that infer personal services and to preserve the non-personal nature of the contract/task order, the Contractor shall adhere to the following guidelines in the performance of the task.

a. Provide for direct supervision of all contract employees assigned to the task.
b. Refrain from discussing the issues such as skill levels and hours, salaries, cost and funding data, or administrative and personnel matters affecting Contractor employees with the client.
c. Ensure close communication/coordination with the GSA Customer Account Manager and/or GSA Contracting Officer, reporting problems to them as they occur (not waiting for a meeting).
d. Do not permit Government officials to interview potential Contractor employees, discuss individual performance, approve leave or work scheduling of Contractor employees, terminate Contractor employees, assist Contractor employees in doing their jobs or obtain assistance from the Contractor in doing Government jobs.
e. Do not assign Contractor personnel to work under direct Government supervision.
f. Maintain a professional distance from Government employees.
g. Provide Contractor employees with badges, if appropriate, identifying them as Contractors.
h. Ensure proper communications with the Government. Technical discussions and Government surveillance are acceptable, but the Government cannot tell the Contractor how to do the job.
i. Assign a task leader to the task. The task leader or alternate shall be the only one who accepts tasking from the assigned Government point of contact or alternative.
j. When travel is required for the performance on a task, Contractor personnel are only to travel as directed by their contract management, and approved in advance by the CO and/or COR.

13.0 SECTION 508 COMPLIANCE. All electronic and information technology (EIT) procured through this task should shall meet the applicable accessibility standards at 36 CFR 1194, 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at http://www.section508.gov.

14.0 PAST PERFORMANCE INFORMATION. The Government will provide and record Past Performance Information for acquisitions over $150,000 utilizing the Contractor Performance Assessment Reporting System (CPARS) at https://www.cpars.csd.disa.mil/. The CPARS process allows Contractors to view and comment on the Government's evaluation of the Contractor's performance before it is finalized. Once the Contractor's past performance evaluation is finalized in CPARS, it will be transmitted into the Past Performance Information Retrieval System (PPIRS) http://www.ppirs.gov/.

15.0 PRIVACY ACT. Information required by the Contractor to perform the duties under this effort is considered sensitive information and appropriate safeguards shall be implemented. All Contractor personnel assigned to this task will have access to information that is subject to the Privacy Act of 1974. The Contractor is responsible for ensuring all Contractor personnel are briefed on Privacy Act requirements.

16.0 TRAVEL. Travel is reimbursed in accordance with the Federal Travel Regulations. All travel must be authorized by the Client Representative/Contracting Officer's Representative (COR)and the Contracting Officer and be in compliance with the task order and all other applicable requirements. The Contractor shall ensure that the requested travel costs will not exceed the amount authorized in this task order and must receive prior approval by GSA if travel costs are projected to exceed the estimated amounts. Travel requests shall be submitted to GSA for task order approval through the submission of an Action Memo via GSA ITSS. The Action Memo must contain Client Representative/COR and/or GSA Contracting Officer approval, travel cost items with a total travel amount, and the total of the task order travel balance.

17.0 INVOICE REQUIREMENTS

16.1 Invoice Information

The contractor shall submit monthly invoices for work performed the prior month. The invoices shall include hours and rates incurred by individual skills and a summary page of all skills. Invoices shall also include any travel, ODC, training or additional costs incurred and previously approved by the Client Representative. A contractor employee with authority to bind the company contractually shall certify all invoices.

Invoices shall be submitted semi-monthly. Invoices are required to be submitted electronically to the ITSS task under acceptance info. The client has to accept invoices and evaluate the services of the vendor contractor before payment will be made. This procedure will allow a receiving report to be generated that will be electronically sent to GSA Finance.

The amount invoiced shall include labor charges for actual hours worked and other direct costs (ODCs) which may be authorized by this contract (e.g., travel). For ODCs, invoiced charges shall not exceed the limit specified in the contract. The

Government will pay no charges, which are not specifically identified in the task and approved in advance by the Government. Copies of receipts, travel vouchers, etc., completed in accordance with Government Travel Regulations shall be attached to the invoice to support charges other than personnel hours. Original receipts shall be maintained by the contractor and made available to Government auditors upon request. The invoice shall be submitted on official company letterhead with detailed costs by CLIN, Sub-CLIN and Work Request/Project ID for each of the following categories:

- Labor expended for each skill category with names of employees
- Total labor charges
- Itemized Travel and per diem charges (if any)
- Itemized other direct costs (ODCs) (if any)
- Total invoice amount
- Prompt payment discount offered, if applicable

The invoice shall include the following:

- Task Order Number
- Invoice number
- Contract number
- Accounting Control Transaction number (ACT)
- Period of Performance for which services were performed

17.2 Invoice Submittal.

17.2.1 A copy of the invoice must be posted in the GSA ITSS web-based Order Processing System (http://it-solutions.gsa.gov) or future equivalent. The Client Representative/COR and GSA Contract Specialist must approve the invoice in ITSS prior to payment.

17.2.2 The original invoice must be submitted to the GSA Finance Service Center. This may be done electronically to the finance center web site (http://www.finance.gsa.gov) or via regular U. S. mail to this address:

GSA BCEB
PO BOX 219434
KANSAS CITY, MO 64121-9434

The invoice information posted in ITSS must match the invoice information submitted to GSA's Finance Center to initiate a receiving report. The payment information must be a three-way match ITSS, GSA Finance Center, and SAM) for the invoice to be successfully processed for payment.

17.3 Final Invoice/Task Order Closeout.

The invoice for final payment must be so identified and submitted within 60 days from task order completion. No further charges are to be billed. The Contractor may request an extension of 60 days from the GSA CO to submit the final invoice. Mark with the word FINAL (even if it is a zero amount). Reimbursable travel costs will be billed at a predetermined rate and are not subject to final rate approval.. This release of claims is due within fifteen (15) calendar days of final payment. After the final invoice has been paid the Contractor shall furnish a completed and signed Release of Claims to the Contracting Officer.

18.0 ATTACHMENTS

1. Attachment 1, Clauses
2. Attachment 2, Contract Data Requirement List (CDRL's)
3. Attachment 3, Wage Determinations and Service Contract Acts (SCA's)
4. Attachment 4, DD 254

APPENDICES

APPENDIX 1-1 Navy DSRC

GENERAL DESCRIPTION:

COMNAVMETOCCOM administers and operates one of the four DoD HPC DSRCs established under the auspices of the DoD HPCMP. Located at Stennis Space Center in Mississippi, the Navy DSRC maintains and provides premiere HPC capability with primary emphases on support of the largest, most computationally intensive HPC applications and delivery of time-critical HPC services to directly support DoD operations worldwide. Navy DSRC administers the unclassified HPCMP Data Recovery Facility for the four DSRCs. Navy DSRC also provides operational and administrative support for select enterprise and HPC class machines for other customers.

PWS 1.0 Technology Advancement: No site specific clarifications are required.

PWS 2.0 Operations:

2.2.3 **Systems Administration:** Note: Systems administration on HPC systems (currently IBM) is performed by Original Equipment Manufacturer (OEM) personnel under contracts acquired directly by the Government with additional support provided by the contractor.

2.2.5 **Customer Support:** Note: Customer Support augments the Centralized Customer Assistance Center (CCAC) by providing support to on-site users as well as local and remote users of classified resources. It is staffed 0800 – 1630 Central Time.

2.2.8 **Maintenance:** Note**:** Hardware and software maintenance are performed by the contractor with additional support provided by Original Equipment Manufacturer (OEM) or third-party maintenance personnel under a limited number of contracts acquired directly by the Government.

2.4 **Service Delivery Summaries (2.2.5):** Note: Due to direct support of DoD operations worldwide, all trouble calls require response or transfer within 30 minutes during normal duty hours or 2 hours after normal duty hours.

PWS 3.0 Program Management: No site specific clarifications are required.

DIRECTIVES:

Mandatory:

None

Guidance:

None

APPENDIX 1-2 ERDC DSRC

GENERAL DESCRIPTION:

ERDC administers and operates one of the four DoD HPC DSRCs established under the auspices of the DoD HPC HPCMP. The ERDC DSRC is physically located in the ERDC Information Technology Laboratory (ITL) in Vicksburg, Mississippi, and provides large-scale HPC resources to serve the capability computing needs of DoD engineers and scientists. The ERDC DSRC's unique program resources include the Data Analysis and Assessment Center (DAAC), which provides scientific visualization, conceptual animation and video production support to DoD HPCMP customers. ERDC DSRC administers the unclassified Open Research Systems (ORS) for the HPCMP. ERDC DSRC may also provide operational and administrative support for select HPC and enterprise class machines for other customers.

PWS 1.0 Technology Advancement: No site specific clarifications are required.

PWS 2.0 Operations:

2.2 **Requirements:** Note: ERDC DSRC administers the unclassified Open Research Systems (ORS) for the HPCMP.

2.2.2.1 **Production Operations:** Note: All requirements apply with the exception of systems operators who are provided by the ERDC host site.

2.2.2.3 **Inventory and Control:** Note: Government property management is performed by the Government and/or its designated representative(s) in accordance with local policy.

2.2.5 **Customer Support:** Note: Customer Support augments the Centralized Customer Assistance Center (CCAC) by providing support to on-site users as well as local and remote users of unclassified resources.

2.2.8 **Maintenance:** Note: Hardware and software maintenance are performed via OEM or third-party maintenance personnel under contracts acquired directly by the Government.

PWS 3.0 Program Management: No site specific clarifications are required.

DIRECTIVES:

Mandatory:

ERDC Policy Memo #2	Ethical Uses of Communications Resources, 20 October 2006.

Guidance:

AR 25-2	Information Assurance, 23 March 2009.

AR 380-5	Department of the Army Information Security Program, 29 September 2000.
AR 380-67	Department of the Army Personnel Security Program, 4 August 2011.
AR 735-5	Policies and Procedures for Property Accountability, 28 February 2005.
AR 25-1	Army Knowledge Management and Information Technology, 4 December 2008.
AR 380-10	Foreign Disclosure and Contacts with Foreign Representatives, 22 June 2005.
ERDC Regulation 25-1-4	Information Management: Corporate Information Assurance Policy, 26 July 2001.

APPENDIX 1-3 AFRL DSRC

GENERAL DESCRIPTION:

AFRL administers and operates one of the four DoD HPC DSRCs established under the auspices of the DoD HPC HPCMP. Located at Wright-Patterson Air Force Base, Ohio, the AFRL DSRC utilizes world-class, high-performance computers (HPCs), cutting-edge applications, and expert staff scientists to help the United States maintain its technological and military supremacy. The Center offers a full spectrum of computational capabilities for the Department of Defense (DoD) Science and Technology and Test and Evaluation communities to include, powerful parallel processors, high-speed networks, applications software, and comprehensive storage solutions.

The AFRL DSRC operates the Consolidated Customer Assistance Center (CCAC) providing help desk services to the HPCMP user community. AFRL provides centralized user authentication services for the DoD HPCMP. AFRL DSRC also provides operational and administrative support for select HPC class machines for other customers.

PWS 1.0 Technology Advancement: No site specific clarifications are required.

PWS 2.0 Operations:

2.2.2.3 **Inventory Control:** Note: The contractor shall operate government vehicles as needed within Wright-Patterson AFB as well as within the local Dayton area. These vehicles include sedan, station wagon, pick-up truck, panel van as well as trucks of up to one and one-half ton cargo capacity. The contractor shall not operate any vehicles requiring a Commercial Driver's License (CDL) including cargo trucks with hydraulic lifts. The contractor shall comply with the provisions of Air Force Instruction 24-301, Vehicle Operations, regarding licensing of contractor personnel. The contractor shall designate, by letter to the COR and AFRL Vehicle Control Officer, one individual as the qualified trainer for sedan, station wagon, pick-up truck, panel van as well as trucks of up to one and one-half ton cargo capacity. The contractor shall coordinate with the COR and Contracting Officer (KO) on all government drivers' license actions including AFI 24-301 compliance submissions.

PWS 3.0 Program Management: No site specific clarifications are required.

DIRECTIVES:

Mandatory:

AFI 24-301	Vehicle Operations, 1 Nov 2008.
AFI 31-101	Air Force Installation Security Program, 8 Oct 2009.
AFI 31-401	Information Security Program Management, 1 November 2005.

AFI 31-406	Applying North Atlantic Treaty Organization (NATO) Protection Standards, 29 July 2004.
AFI 31-501	Personnel Security Program Management, 27 January 2005.
AFI 31-601	Industrial Security Program Management, 29 June 2005.
AFI 33-200	Information Assurance (IA) Management, 15 Oct 2010.
AFPD 31-4	Information Security, 1 September 1998.
AFPD 31-5	Personnel Security Program Policy, 1 August 1995.
AFPD 31-6	Industrial Security, 13 March 2007.
AFPD 33-2	Information Assurance (IA) Program, 3 August 2011.
WPAFBI 91-501	Lockout/Tag out (LOTO) Program Procedures.

Guidance:

AFH 31-602	Industrial Security Program, 1 February 1997.
AFI 10-208	Continuity of Operations (COOP) Program, 15 Dec 2011.
AFI 10-710	Information Operations Condition (INFOCON), 10 August 2006.
AFPD 33-1	Cyberspace Support, 9 August 2012.
AFPD 33-3	Information Management, 8 September 2011.
AFPD 33-4	Information Technology Governance, 17 January 2013.
AFPD 33-5	Warfighting Integration, 11 January 2013.
AFI 33-101	Commanders Guidance and Responsibilities, 18 November 2008.
AFI 33-112	Information Technology Hardware Asset Management, 7 January 2011.
AFI 33-114	Software Management, 13 May 2004.
AFI 33-115	Volume 1, Network Operations (NETOPS), 24 May 2006.
AFI 33-129	Web Management and Internet Use, 3 February 2005.
AFI 33-322	Records Management Program, 4 June 2012.
AFI 33-393	Electronic and Information Technology Accessible to Individuals with Disabilities, Section 508, 9 January 2007.
AFMAN 33-152	User Responsibilities and Guidance for Information Systems, 1 June 2012.
AFMAN 33-282	Computer Security, 27 Mar 2012.
AFMAN 33-285	Information Assurance (IA) Workforce Improvement Program, 17 June 2011.

APPENDIX 1-4 ARL DSRC

GENERAL DESCRIPTION:

ARL administers and operates one of the four DoD HPC DSRCs established under the auspices of the DoD HPCMP. Located at Aberdeen Proving Ground in Maryland, ARL DSRC utilizes world-class HPCs, cutting-edge applications, and expert staff scientists to help the United States maintain its technological and military supremacy. The Center offers a full spectrum of computational capabilities for the Department of Defense (DoD) Science and Technology and Test and Evaluation communities to include, powerful parallel processors, high-speed networks, applications software, and comprehensive storage solutions. ARL DSRC also provides operational and administrative support for select HPC class machines for other customers.

PWS 1.0 Technology Advancement: No site specific clarifications are required.

PWS 2.0 Operations:

2.2.4 **Network Administration:** Note: Network administration is currently performed by a team comprised of Government and support contractor personnel. The DSRC network comprises both unclassified and classified operations.

2.2.5 **Customer Support:** Note: Customer Support augments the Centralized Customer Assistance Center (CCAC) by providing support to on-site users as well as local and remote users of classified resources.

2.2.8 **Maintenance:** Note: Portions of the hardware and software maintenance are currently performed via OEM or third-party maintenance personnel under contracts acquired directly by the Government.

PWS 3.0 Program Management: No site specific clarifications are required.

DIRECTIVES:

Mandatory:

AR 25-2	Information Assurance, 23 March 2009.
ARL-M-25-5	ARL Information Management, 3 August 2007.
ARL-M-380-7	Guidance for Submission of ARL Form 1 for Public Release of Information, 28 February 2007.

Guidance:

AR 380-5	Department of the Army Information Security Program, 29 September 2000.
AR 380-67	Department of the Army Personnel Security Program, 4 August 2011.

AR 735-5	Policies and Procedures for Property Accountability, 28 February 2005.
AR 25-1	Army Knowledge Management and Information Technology, 4 December 2008.
AR 380-10	Foreign Disclosure and Contacts with Foreign Representatives, 22 June 2005.
AR 380-381	Special Access Programs (SAPs) and Sensitive Activities, 21 April 2004.

APPENDIX 1-5 HPCMP CROSS-CENTER EFFORTS

PWS 1.0 Technology Advancement:

1.2.1 **Software Support**: Note: Perform Enterprise Software Management for the HPCMP. Provision and maintain shared commercial analysis software across HPCMP systems, including both the classified and unclassified domains. Adjust the software baseline to maximize the impact of critical software for the HPCMP user community.

1.2.2 **Scientific Data Analysis and Visualization:** Note: The Data Analysis and Assessment Center (DAAC) provides specialized data analysis, hardware, software, and expertise to HCPMP customers. The DAAC is located at the ERDC DSRC with supporting resources for classified support at the ARL DSRC.

1.2.4 **Technology**: Note: Identify and participate in cross-center projects.

1.2.4.1 **Assessments, Technology Opportunities and Benchmarking:** Note: Conduct research in performance optimization on HPC systems. Provide performance modeling analysis and benchmarking support for the HPCMP.

PWS 2.0 Operations:

2.2 **Requirements:** Note: Navy DSRC administers the unclassified HPCMP Data Recovery Facility for the four DSRCs. Administration of the classified Data Recovery Facility is outside the scope of this PWS. DSRC activities to interact with and use the classified Data Recovery Facility are included in the PWS.

2.2.1 **Systems Integration**: Note: Plan systems integration and design and integrate resources to support implementation of cross-center projects. Develop transition plans for cross-center projects to enable production operations as part of DSRC operations.

2.2.3 **Systems Administration:** Note: AFRL DSRC operates consolidated user authentication services for the HPCMP. Components of the user authentication infrastructure collocated at DSRCs are supported by those DSRCs.

2.2.5 **Customer Support:** Note: AFRL DSRC operates the CCAC for the HPCMP with failover support at ERDC DSRC.

PWS 3.0 Program Management: No additional clarifications are required.

DIRECTIVES:

Mandatory:

None

Guidance:

None

APPENDIX 2 WORK REQUEST PROCESS

Step 1: Site Client Representative (CR) provides a Work Request (WR) to the KO outlining what is required. The WR should be accompanied by a GOVERNMENT ESTIMATE or a NOT TO EXCEED (NTE) amount. The KO will review the WR to ensure it adequately describes the work being requested and is within scope and ceiling. Discussions, if necessary, will be held with the Site CR to clarify any issues. The KO will submit the validated WR to the contractor.

Step 2: After the WR is submitted, the KO will review any questions submitted by the contractor and forward them to the Site CR for a consolidated response. The Contractor submits a WR Plan to the KO.

Step 3: The KO will evaluate the submitted WR Plan to ensure that it is responsive. If desired, the Site CR will participate in any discussions. A final plan is submitted to the KO. It is then transferred to the Site CR for review and concurrence.

Step 4: If a contract modification is NOT required, KO will notify the Site CR to proceed. The Site CR will notify the Contractor that the WR Plan is approved. If a contract modification is required, the KO will initiate the required contracting actions.

Example of WR provided below.

EXAMPLE Work Request

Date:

(Contractor Name)
(Address)
(City, State Zip)

Subject: CONTRACT NUMBER _____
WORK REQUEST (WR) _____ (e.g. *ER-yy-xxxx, AR-yy-xxxx, AF-yy-xxxx, NV-yy-xxxx*)

1. In accordance with the terms and conditions of the subject contract, the Government requests (contractor name) provide a projected cost estimate and implementation plan for support services to the (DSRC name) DSRC. This plan shall include those items specified in paragraph 4 below. Projected costs and implementation plan shall be in sufficient detail to permit Government assessment regarding funding availability and adequacy of technical approach.

2. This support shall include (description of effort – e.g. modification of electrical and mechanical resources and support systems to accommodate operational requirements of the TI-XX systems. Services include, but are not limited to, technical engineering services.)

3. Request (contractor name) identify any recommended changes to the PWS. The changes should be annotated on a modified version of the PWS.

4. This plan will include a narrative describing the approach plus the following item(s) if checked:

- ☐ Schedule with milestones
- ☐ Risks
- ☐ Labor costs
- ☐ Material costs
- ☐ Life-cycle costs
- ☐ Any alternatives that should be considered.
- ☐ Systems Integration Plan (IAW CDRL A002)

5. The Site Client Representative (CR) for this Request is: (CR name) at (CR number). The Government contracting office point of contact concerning this WR is the undersigned at (CO number).

(Cont. Officer Name)
Contracting Officer
(Date)